

**Vice Rector for Strategy, Digitalization and Internationalization,
Member of the Management Board**

Credentials

Vice Rector for Strategy, Digitalization and Internationalization, Member of the Management Board:

- 1) within its competence, reports to the Chairman of the Management Board-Rector, the Board of Directors and its committees on the work done;
- 2) within the limits of its competence, give orders and sign the outgoing correspondence of the University, a scanned version of which must be immediately provided (for information) to the Chairman of the Board-Rector through his assistant;
- 3) submits issues for consideration by the Management Board and advisory–advisory bodies created under the Management Board;
- 4) ensures the development of a strategic plan for the development of the University, as well as a report on its implementation (execution) in terms of areas (issues) supervised by it;
- 5) ensures the implementation of the current and long-term plans of the University;
- 6) ensure the functioning of the Quality Management System (QMS);
- 7) organizes the current and long-term planning of the activities of directly accountable departments in accordance with the approved organizational structure of the university;
- 8) organizes the development of the University Development Strategy, oversees strategic planning in the structural divisions of the university (Institutes, departments);
- 9) analyzes strategic indicators at each stage of the Development Plan implementation;
- 10) coordinates the international activities of the university and establishing contacts with foreign partners;
- 11) manages the process of establishing long-term contractual relations with domestic and foreign organizations involved in sending foreign citizens to study in the Republic of Kazakhstan;
- 12) organizes the work of sending teachers and employees of the University to foreign countries within the framework of interuniversity cooperation or for work on a contract basis;
- 13) together with the directors of the Institutes, organizes and ensures academic mobility, exchange of students, undergraduates and trainees with foreign higher educational institutions, as well as the participation of University students at international student conferences and summer schools;
- 14) organizes reception at the University of foreign delegations and other foreign representatives, including persons from the diplomatic corps accredited in Nur-Sultan, as well as prominent foreign politicians and individual scientists;
- 15) carries out general management and oversees the work of the Department of Development Strategy and Quality Analysis, Department of International Cooperation, UNESCO Chair in Educational Science and Teacher Training, Marketing Department, Department of Informatization of Education;
- 16) organizes and plans a system of methodological, research, experimental and innovative work in the field of information and communication technologies.
- 17) organizes the fulfillment of the University's obligations in the areas (issues) supervised by it;
- 18) performs other functions determined by the internal documents of the University and the power of attorney issued by the Chairman of the Board-Rector.